FILED Records 4-1

RETURN TO
RECORDS MANAGEMENT DIVISION
18 May 1955

MEMORANDUM FOR: Chief, Records Integration Division, DD/P
                 Director of Personnel
                 Director of Logistics
                 Director of Training

SUBJECT: General Services Administration Handbook,
                 "Plain Letters"

1. The General Services Administration has published the attached handbook, "Plain Letters," which is now available to all Government agencies. As the title suggests, "Plain Letters" deals with improving the quality of Government letters by writing them in simple, workaday English. It contains the basic rules for writing letters that are easy to understand, and provides numerous examples of the practical art of letterwriting.

2. This excellent handbook could be aptly entitled "Plain Writing," for although directed to letterwriters it covers the fundamentals of everyday writing. It is a down to earth treatment of the subject, without reference to outmoded readability scales.

3. What is your opinion of "Plain Letters" as a training aid and desk reference? Would there be a sufficient demand for copies to justify stocking them in Building Supply Rooms? If so, how many copies would fulfill your needs?

4. Agency personnel have already expressed much interest in this handbook. I would therefore appreciate an early reply so that arrangements can be made as soon as possible for procuring an adequate supply of copies. The expense of filling numerous separate orders for the handbook will thus be avoided.

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Chief, Management Staff

Attachment

Distribution:
   Orig & 1 - C/RI
        2 - D/Pers
        2 - DTR
        2 - D/L
        2 - C/Mgts